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**From:** Blackburn, Elizabeth  
**Sent:** Mon 7/31/2017 11:30:35 PM  
**Subject:** Tuesday Check in  
[ORD Risk Assessment Briefing Document.docx](#)  
[ORD Risk Assessment Summary Tracked Changes.docx](#)  
[ORD Risk Assessment Summary.docx](#)  
[Risk Assessment Detail.xlsx](#)  
[ORD Operational Accomplishments v7 \(3\).docx](#)

## Agenda

1. Lean
  - a. Successes so far (see attached ORD Operational Accomplishments, page 10)
  - b. Meeting with Henry Darwin
2. Risk assessment due August 2 - see attached and below for instructions
3. Managers Call
  - a. FLS – Marty Chintala
  - b. Lean?
  - c. VERA/VSIP final results?
  - d. Bob, Chris, and Bruce are not available - cancel?
4. Others

## **Risk Assessment**

Please see attached four documents detailing this year's ORD Risk Assessment. ORD, along with all other offices, has been asked to conduct an enterprise level risk assessment to better understand risks to the fulfillment of the goals and objectives outlined in the FY 2018 – 2022 Strategic Plan. ORD is the lead for Objective 3.2: Refocus on Robust Science, and is required to submit details regarding its top three risks towards completing this objective by Wednesday, August 2.

1. **Risk Assessment Tool for Submission:** this the most important document in the package. This spreadsheet, detailing ORD's top three enterprise level risks, will be submitted to OCFO on Wednesday, August 2.
2. **ORD Risk Assessment Briefing Document:** A one-pager that gives administrative information about the risk assessment effort and a summary of next steps.
3. **ORD Risk Assessment Summary:** this document includes full details about the Risk Assessment data, methodology, and analysis results. This should document should answer any questions about how we came to decide on the top three risks.
4. **Risk Assessment Detail:** this spreadsheet lower-level information for each of the risk categories in the risk assessment summary.

By Wednesday, August 2, please confirm with OPARM the top three ORD risks to be submitted to OCFO.

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